**Template 5 – Student Meeting Request (Associate Dean)**

Dear **[**Student’s name**]**

I am writing to inform you that I have had a case referred to me where your academic behaviour raises possible concerns under the *Academic Misconduct Rule* of the Australian National University (https://www.legislation.gov.au/Details/F2015L02025).

I am concerned that in relation to an assessment for **[**Insert Course Code and Name**]** you may have engaged in poor academic practice in relation to:

**[**select appropriate option or combination of options as appropriate]

6.1(a)(i) Cheating

6.1(a)(ii) Plagiarism

6.1(a)(iii) Improperly colluding with another person

6.1(a)(iv) Acting, or assisting another person to act, dishonestly or unfairly in or in connection with an examination

6.1(a)(v) taking a prohibited document into an examination venue

6.1(a)(vi) failing to comply with examination or assessment rule or directions

6.1(a)(vii) engaging in conduct with a view to gaining unfair or unjustified advantage

6.1(a)(viii) submitting work that is not original**]**

I am concerned poor academic practice is possible as **[**detail the circumstances here, attaching any evidence you may have**]**.

I propose that we meet at the following time:

**[**Date and time more than 5 working days from the date email sent**]**

This meeting will be to determine whether there is substance to the allegation. If there is substance to the allegation you will be found to have engaged in poor academic practice. Note that you have the option of being accompanied to the meeting by another person, however this person may only observe the proceedings unless I give permission for them to act on your behalf.

If I do not hear back from you within 5 working days confirming this time, or advising a reason why an alternate time may be more suitable, I will proceed with a decision without your input.

Regards